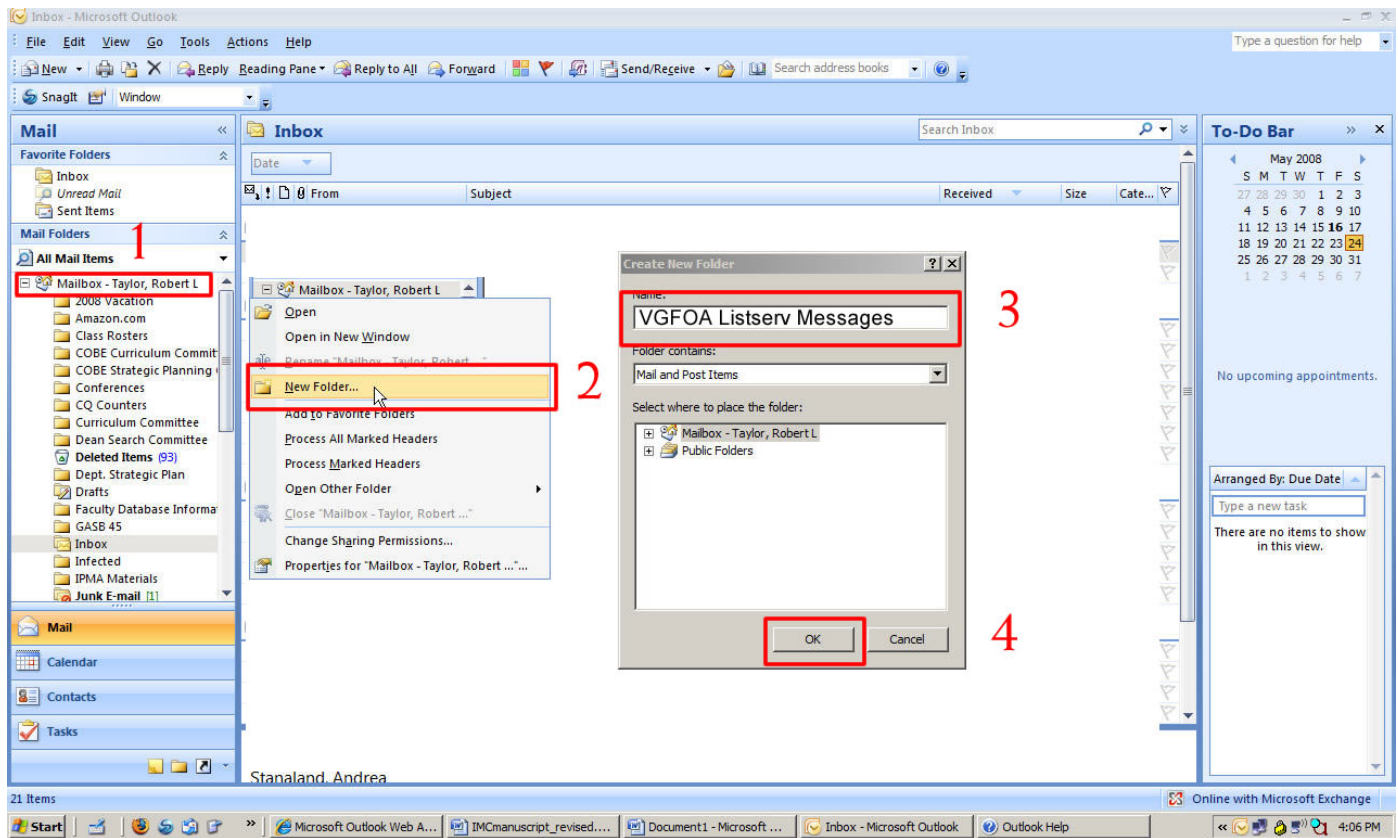


Automatically Moving incoming VGFOA Listserv Messages to a Folder

The following steps are used to move VGFOA listserv messages to a folder using Microsoft Outlook 2007. The process for your particular email program might differ somewhat but the basic process is the same in all email programs. Specifically what you need to do is (1) create a separate folder for the listserv messages and (2) create a rule (in your email program) for moving incoming messages to that folder automatically.

Step 1 – Create a folder to receive listserv messages:

- 1 – Right click (not a left click) on Mailbox
- 2 – Click on 'New Folder'
- 3 – Enter Name for new folder (I've named it VGFOA Listserv Messages – you can use any name you want)
- 4 – Click OK



Step 2 – Create a Rule to move incoming emails from vgfoa-info@radford.edu to the folder you just created. (note these windows will not all be open at the same time as depicted in the photo)

- 1- click on 'tools'
- 2- click on 'rules and alerts'
- 3-click on 'new rule', click OK 'move messages from someone to a folder' should be highlighted on next screen
- 4-In Step 2 at the bottom of this screen click on 'people or distribution list'
- 5-In the next screen which appears type vgfoa-info@radford.edu in the From box, click OK
- 6-click on 'move it to the specified folder'
- 7-on the next screen select the folder which you created to receive the messages, click OK
- 8-click Next or OK as needed to finish the process

All incoming messages from vgfoa-info@radford.edu should now automatically be placed in this new folder as they are received. You can check the folder to see any new messages which arrive.

